

Sussex Junior Chess

Privacy Policy

Purpose

Sussex Junior Chess (SJC) collects, stores and uses personal information about children who attend our events.

Your privacy is important to us and the purpose of this policy is:

- (a) To be transparent about how we collect, store and use this personal information,
- (b) To comply with legislation; primarily the Data Protection Act 1998 and the Electronic Communications (EC Directive) Regulations 2003.

Relevant Legislation

The **Data Protection Act 1998** provides a framework to ensure that personal information is handled properly and gives individuals the right to know what information is held about them.

Any organisation who processes personal information must comply with eight principles, which make sure that personal information is:

- ✓ Fairly and lawfully processed
- ✓ Processed for limited purposes
- ✓ Adequate, relevant and not excessive
- ✓ Accurate and up to date
- ✓ Not kept for longer than is necessary
- ✓ Processed in line with your rights
- ✓ Secure
- ✓ Not transferred to other countries

More information may be found at http://www.ico.gov.uk/what_we_cover/data_protection.aspx

The **Electronic Communications (EC Directive) Regulations 2003** exist to regulate the sending of direct marketing by phone, fax, email, text or any other electronic means. The provisions which apply to SJC are those covering email, namely:

Email marketing messages should not be sent to individuals without their permission unless all these following criteria are met:

- ✓ The marketer has obtained your details through a sale or negotiations for a sale.
- ✓ The messages are about similar products or services offered by the sender.
- ✓ You were given an opportunity to refuse the marketing when your details were collected and, if you did not refuse, you were given a simple way to opt out in every future communication.

More information may be found at

http://www.ico.gov.uk/what_we_cover/privacy_and_electronic_communications.aspx

What information does SJC collect and store?

SJC collects a small amount of personal information on its event entry forms; notably contact details, date of birth and school. This data is stored on our database for the purposes outlined in the next section.

SJC may use automated tournament control software at some of its events which will compute pairings, collate results, produce crosstables and reports which inform grading.

Individual trainers may keep paper records of the attendance and performance of children in their groups in order to inform future training and team selection; but there is no central SJC repository of attendance or performance.

The SJC website itself does not employ “cookies” to record information about your visits and preferences. However, it does use Google Analytics to analyse the use of the website to help us ensure it is meeting our user’s needs and to inform future improvements. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>. All of the most common Internet Browsers (Internet Explorer, Firefox, Chrome, Safari) have options which allow users to reject cookies if they wish.

Why does SJC need my personal information?

SJC collects personal information for the following purposes:-

- ✓ To support the administration of the SJC membership scheme, thus allowing allocation of appropriate discounts
- ✓ To enable prospective players to be contacted for selection to the various County teams
- ✓ To keep players and their families updated with upcoming events
- ✓ To submit results to the ECF for grading, thus enabling our players to obtain an ECF grade

Who has access to my information?

The SJC database is password protected and distributed to a very small number of SJC officials who perform the functions above; namely the Secretary, Entry Manager, Grading Officer, Coaching Manager and Website Administrator.

If your child is selected for a County team, SJC will be required by the organisers to submit some information about your child. Generally this is limited to date of birth but may include other information e.g. Local Education Authority for events organised by E.P.S.C.A.¹

SJC will not share your information with any other third parties, except in the unlikely event that we are required to do so by law.

What rights do I have?

We will be happy to provide you with the personal information we hold on you at any time on request to: info@sussexjuniorchess.org.

You may instruct us not to contact you by post or telephone or email at any time and we will remove your details from our database. This may affect your ability to participate in our activities.

How can I find out more?

If you have any questions about this privacy policy or our treatment of your personal data, please email: info@sussexjuniorchess.org.



¹ E.P.S.C.A – The English Primary Schools Chess Association - www.epsca.org.uk